

# **Request for Comparable Information**

**2016 Tax Year**

**Bylaw No. 15034 - As Amended**

This form is required when an assessed person (owner) or agent is seeking property information pursuant to Section 300 of the *Municipal Government Act*. Agents must have submitted a 2016 Agent Representative Authorization form.

Upon receiving the required forms, the City of Edmonton must provide the information for the first five accounts requested in compliance with the regulations within fifteen days, unless the information is available on the City's website. You will be billed according to the amended fee bylaw after your request has been processed. The timelines for providing this information will not commence until you have approved a preliminary invoice indicating the anticipated cost of providing the information. If you have questions, contact the Assessment and Taxation, Information Management Centre at 780-442-1495.

**Section A: Contact Information** This section must be filled out completely. (Print Clearly)

Name: \_\_\_\_\_ Owner's Account #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail or Fax Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title of Authorized Signatory: \_\_\_\_\_

If owner is a Corporation - The provisions of use are detailed on page 2.

**Section B: General Property Information**

Based on the decision of the Court of Appeal in *Canadian Natural Resources Limited vs. Wood Buffalo (Regional Municipality)*, 2014 ABCA 195, the City of Edmonton will no longer be able to process a "partial" request for information under Section 300. Please identify the accounts you want a complete Section 300 package for. If you are requesting more than 12 accounts you are required to fill out another complete request.

Account Number (if known)	Property Address or Legal Description (in Edmonton, AB only)	Internal Use Only VG

Preferred Delivery Method: ☐ Electronic (E-mail or Fax)  
(If left blank a paper copy will be generated)

☐ Paper Copy (Mail or Pick up)  
Photocopy fees will apply

**Send completed form to:**

**Mail:** Assessment and Taxation Branch  
Information Management Centre  
Main Floor, Chancery Hall  
3 Sir Winston Churchill Square  
Edmonton AB T5J 2C3

**Fax:** 780-496-1986

**E-mail:** [assessment@edmonton.ca](mailto:assessment@edmonton.ca)

## PROVISIONS OF USE

### **Persons Licensed to Practice Law or Provide Legal Services:**

A letter of representation must be provided by a legal representative to show proof or authority to act before any information will be provided.

### **Other Agents/Representatives:**

The following signatories will be considered valid:

1. Where the owner of the property (the owner is always the party who is named on a Land Titles certificate) is an individual, then this form signed by the owner or someone with Power of Attorney (which must be attached) from the owner is valid. Where there are multiple owners only one owner needs to sign.
2. Where the owner of the property is a corporation, the City of Edmonton will accept the signature of a person in any of the following positions within the corporation owning the property:

<ul style="list-style-type: none"><li>o President</li><li>o Chief Executive Officer (CEO)</li><li>o Controller</li><li>o Asset Manager</li><li>o Manager of Real Estate</li><li>o Director of Real Estate</li></ul>	<ul style="list-style-type: none"><li>o Vice President</li><li>o Chief Financial Officer (CFO)</li><li>o Comptroller</li><li>o Manager of Property &amp; Taxation</li><li>o Director of Property &amp; Taxation</li><li>o Director (Must provide Corporate Search)</li></ul>
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3. Where the owner of the property is a corporation, the City of Edmonton will accept the signature of a person in any of the following positions or individuals within the corporation owning the property when supporting documents are provided:
  - o Individuals or Corporation(s) listed on a corporate search owning 1% or more of the shares of the corporation owning the property. (Corporate search must be attached.)
  - o Individuals that swear an Affidavit stating that they have signing authority for the corporation. (Affidavit must be from current year and must be attached.) [Use FORM A]
  - o Individuals that have corporate signing authority through a resolution of the corporation. (Resolution must be attached.)
  - o Individuals acting under a Power of Attorney on behalf of the corporation. (Power of Attorney must be attached.)
4. Where the person signing is a property manager, the City of Edmonton will only accept the executed "Agent Representative Authorization Form" in the following circumstances:
  - o Where the property manager has sworn an Affidavit stating that they have corporate signing authority for the owner of the property in relation to the property assessment. [Use FORM B]
  - o Where the property manager can provide a signed contract confirming that they have the authority to act on behalf of the owner of the property in relation to the property assessment. (Contract must be attached.)

**If an affidavit, corporate search or other supporting document is required to confirm authorization, you must provide this information before the City of Edmonton will take any action on the matter.**

AFFIDAVIT VERIFYING  
CORPORATE SIGNING AUTHORITY  
[FORM A]

CANADA	)	I, _____
PROVINCE OF _____	)	of the City of _____
	)	in the Province of _____
	)	MAKE OATH AND SAY:

1. I am a \_\_\_\_\_ (position or job) of \_\_\_\_\_ (corporation),  
named in the attached instrument.
  
2. I am authorized by this corporation and have corporate signing authority to execute the attached  
instrument pursuant to (examples: resolution of the corporation, officer of the corporation, written  
contract, etc) \_\_\_\_\_

SWORN BEFORE ME at the City	)	
of _____, in the Province	)	
of _____, this _____ day of	)	_____
_____, 201__.	)	
	)	

\_\_\_\_\_  
A Commissioner for Oaths in  
and for the Province of \_\_\_\_\_

Commission Expiry: \_\_\_\_\_

AFFIDAVIT VERIFYING  
CORPORATE SIGNING AUTHORITY  
[FORM B]

CANADA	)	I, _____
PROVINCE OF _____	)	of the City of _____
	)	in the Province of _____
	)	MAKE OATH AND SAY:

1. I am \_\_\_\_\_ (position or job) of \_\_\_\_\_  
corporation.
2. I am the property manager for \_\_\_\_\_ (name of owner of  
property) and I manage the property(ies) listed on the attached Schedule of Properties.
3. I am authorized by the owner and have corporate signing authority in relation to the property  
assessment for the property(ies) listed on the attached Schedule of Properties.

SWORN BEFORE ME at the City	)	
of _____, in the Province	)	
of _____, this _____ day of	)	_____
_____, 201____.	)	
	)	

\_\_\_\_\_  
A Commissioner for Oaths in  
and for the Province of \_\_\_\_\_

Commission Expiry: \_\_\_\_\_